

Attachments & Corrections

Attaching Documentation

1. To attach supporting documentation (timesheets, expense receipts, etc.), click “Create Document” and then click on the “Misc. Info” tab. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the “Attachments” drop down box.
3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.
4. Click on the “Open” button.
5. Click “Continue”. Your attachment will appear in the “Attachments” drop down box. Multiple attachments can be associated with a document, with the file size of EACH attachment not to exceed 2MB. Click on Header tab to return to invoice.

Corrections before Submission

1. If after reviewing the invoice information you notice an inaccuracy, click “Return”. This will take you back to the data capture screen to make revisions.
2. Once the information is correct, click “Create Document” then “Submit” on the “Header” tab. The invoice has now been submitted to the Requiring Activity for inspection/ acceptance.
3. If additional invoices or receiving reports are to be created, choose “Return”. This will take you back to the initial WAWF input screen.

Training & Information

WAWF Production Site

<https://wawf.eb.mil>

Web-Based Training Site

<http://www.wawftraining.com>

WAWF Practice Site

<https://wawftraining.eb.mil>

Navy WAWF Assistance Line

1-800-559-WAWF (9293)

Navy WAWF Quick References

<http://acquisition.navy.mil/navyaos/content/view/full/3521>

DISA Ogden Help Desk

1-866-618-5988

cscassig@csd.disa.mil



W A W F Quick Reference

Creating an Invoice from Single or Multiple Receiving Reports



Creating an Invoice from Receiving

Getting Started

- 1.Go to the WAWF Production Site at <https://wawf.eb.mil>
 - 2.Click on Logon and type your user ID and Password and click “Submit”.
 - 3.Click the “Vendor” link on the left side of the screen.
 - 4.Click on the sub-link for “Create New Document”.
 - 5.Type in contract number and delivery order number (if applicable).
 - 6.Select the CAGE Code for your company from the drop down box and click continue.
- Note: If the contract data for the contract number you entered is not available in EDA, contact your contracting office.
- 7.Enter the Pay DoDAAC, and click “Continue”.
 - 8.Click on the radio button for “Invoice”. Checkboxes for “From Receiving Report” and “From Multiple Shipments” will appear.

From a Single Receiving Report

- 9. Click on checkbox “From Receiving Report” and click “Continue”. All receiving reports that correspond to that contract will be listed below you contract number.
- Note: If no receiving reports exist for that contract, an error message will appear.

| | | | |
|---|----------------|------------------|------------|
| Contract Number | Delivery Order | Cage Code / Ext. | Pay DoDAAC |
| N1234567890 | 1M3W0 | N68688 | |
| Select Document to Create: * | | | |
| <input checked="" type="radio"/> Invoice | | | |
| <input type="checkbox"/> From Receiving Report | | | |
| <input type="checkbox"/> From Multiple Shipments | | | |
| <input type="radio"/> Invoice as 2-in-1 (Services Only) | | | |
| <input type="radio"/> Construction Payment Invoice | | | |

- 10.Click the radio button for the receiving report you are invoicing for and click “Continue”
- 11.Type invoice number and invoice date (YYYY/MM/DD).
- 12.The invoice will populate with information from the receiving report. To edit a line item, choose the “Line Item” tab and click on the edit line item icon.

From Multiple Receiving Reports

- 9. Click on checkbox “From Multiple Shipments” and click “Continue”. All receiving reports that correspond to that contract will be listed below you contract number.

| | | | |
|---|----------------|------------------|------------|
| Contract Number | Delivery Order | Cage Code / Ext. | Pay DoDAAC |
| N1234567890 | 1M3W0 | N68688 | |
| Select Document to Create: * | | | |
| <input checked="" type="radio"/> Invoice | | | |
| <input type="checkbox"/> From Receiving Report | | | |
| <input checked="" type="checkbox"/> From Multiple Shipments | | | |
| <input type="radio"/> Invoice as 2-in-1 (Services Only) | | | |
| <input type="radio"/> Construction Payment Invoice | | | |

- Note: If no receiving reports exist for that contract, an error message will appear.
- 10.Click the radio button for the receiving reports you are invoicing for and click “Continue”.
 - 11.Type invoice number and invoice date (YYYY/MM/DD).
 - 12.The invoice will populate with information from the receiving reports. To edit a line item, choose the “Line Item” tab and click on the edit line item icon.

Discounts Tab (Optional)

- 13.Click on the “Discounts” tab if you are offering a discount for payment earlier than the term of your contract. Complete the requested data fields, click the “Save Discount” button.

Document Level Discount Terms:

| | | |
|---------------------|---------------|---------|
| Discount Percentage | Due Days | Actions |
| | | |
| Discount Amount | Discount Date | Actions |
| | | |
| Net Days | | Actions |
| | | |

Comments Tab

- 14. Click the “Comments” tab if you would like to add a comment.

Submitting the Invoice

- 15. Click the “Header” tab to return to the data capture screen.
- 16.Click “Create Document” and review the invoice and attach any documentation (see instructions on the back) or make corrections prior to “Submitting” the invoice.
- 17. When everything is correct, click “Submit”. You will receive a message that email notifications have been sent.

Note: You may use the “Send Additional Email Notifications” link that appears at the bottom of this page if you wish to notify others that this action has been submitted.